



## **Office of the Indiana Secretary of State**

### **2012 Securities Division Legal Internship Application**

Dear candidate,

Thank you for your interest in the 2012 summer internship program at the Office of the Indiana Secretary of State. Secretary White is excited and proud when young Hoosiers take an interest in their government. He applauds those who choose to take an active role in continuing to make Indiana a national leader in election reform, business services and Hoosier financial investment protection.

Below are the requirements and steps to take for a successful completion of the internship application.

#### **Requirements:**

- Current student enrolled in law school.
- Strong legal writing skills.
- Strong research skills.
- Experience in the securities industry and/or mortgage industry is preferred, but interest in those areas is a requirement.
- Internship is unpaid, and the securities division is willing to work with the law school if the student wants to obtain course credit.
- Candidate should possess strong time and project management skills.
- Candidate should be able to perform well under pressure.

#### **Duties:**

- Legal Research.
- Assist securities division attorneys in preparation of enforcement cases and drafting legal pleadings.
- Assist securities division attorneys and investigators in evaluation and organization of evidence.
- Attend depositions, hearings and other court proceedings.

#### **Materials for submission:**

- Candidate must submit a
  - Resumé.
  - Legal writing sample.

#### **Please, send all materials to:**

Jeffrey Bush, Chief Deputy Securities Commissioner  
302 West Washington St. E-111, Indianapolis, IN 46204.

All materials must be received by Friday, March 30, 2012.

Thank you for your interest and we look forward to reviewing your materials.